

DELAWARE TRANSIT CORPORATION

POSTING NO 031-2015

POSITION VACANCY POSTING

DATE OF POSTING December 2, 2014

CLOSING DATE December 19, 2014

METHOD OF APPLICATION: Cover Letter/Resume/Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING AN EMPLOYMENT APPLICATION OR A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **December 19, 2014**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 041 JOB CODE #: 085

POSITION TITLE Budget Manager

PAY GRADE 19 PAY RATE _____ PAY RANGE \$57,798.- \$72,248..
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County DEPARTMENT Finance
SECTION Budget

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Budget Manager is responsible for the overall management of budgeting and fiscal analysis functions of the Delaware Transit Corporation. Responsibilities include the full range of budget and related analytical functions for both the capital and operating budgets. The incumbent interfaces with project managers, DTC management team, and DelDOT/DTC Finance staff as well as industry peers on financial practices and efficiencies.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Minimum Qualification separately.

1. Experience in general and governmental accounting

Applicants must detail all relevant experience in general and governmental accounting.

2. Experience in interpreting and applying Federal and State laws and regulation as applicable to budgeting

Applicants must detail all relevant experience interpreting and applying Federal and State regulations to budgeting.

3. Experience in performing budgeting and financial analysis.

Applicants must detail all relevant experience performing budgeting and financial analysis..

4. Experience in the preparation of annual budgets.

Applicants must detail all relevant experience in the preparation of annual budgets.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the Minimum Qualification."